



CERTIFICATE OF OCCUPANCY SURVEY/ PARTIAL AS-BUILT

Department of Planning and Zoning
Department of Transportation and Environmental Services

Project Name: _____
Project Address: _____
Applicant Name: _____
Applicant Address: _____
Applicant E-mail Address: _____
Site Plan Number: _____
OCC Number(s): _____

Submit the following materials concurrently with scheduling a Certificate of Occupancy inspection with the Department of Code Administration. Inspections will be completed within five business days of requesting an inspection and submission of a complete Certificate of Occupancy Survey.

- _____ Occupancy Inspection scheduled with the Department of Code Administration at 703-746-4200.
- _____ Completed and Signed Survey Requirements for Certificate of Occupancy Checklist.
- _____ Five (5) copies of the Certificate of Occupancy Survey to the Department of Transportation and Environmental Services Site Plan Coordinator, 301 King Street, Room 4130, Alexandria, Virginia 22314.
- _____ Statement verifying fulfillment of all Development Site Plan and / or Development Special Use Permit conditions required prior to issuance of a Certificate of Occupancy.

FORMAT REQUIREMENTS FOR EACH SHEET:

- _____ Print size shall not exceed 24" x 36" and all sheets in a set shall be the same size
- _____ Scale
- _____ North point with reference to source of meridian
- _____ Legend of symbols, patterns, and abbreviations used
- _____ Identify adjacent street names on each sheet
- _____ Specify design standards for all improvements

COVER SHEET:

- _____ Vicinity map and sheet index
- _____ Lot number, address and development name
- _____ As-Built zoning tabulations for gross floor area, net floor area, FAR, height, open space and number of units by type
- _____ As-Built number of parking and loading spaces by type (standard, compact or handicap)

SITE IMPROVEMENTS:

- _____ Property lines with dimensions
- _____ Building footprint with dimensions, entrances and setbacks from property lines and other buildings¹
- _____ Building height²
- _____ Finished floor elevation
- _____ Walls, railings and fences with top and bottom elevations and type identified
- _____ Patios, decks and stoops
- _____ Streets, driveways, sidewalks, curbs, alleys, steps and crosswalks with dimensions and type of material identified
- _____ Location of accessible handicap ramps with slope identified
- _____ Tree wells, landscape strips and planters
- _____ Site amenities: bicycle racks, trash cans, benches, gang mailboxes, etc.
- _____ Parking spaces (standard, compact and handicap) numbered consecutively³
- _____ Loading spaces (number required and number proposed)
- _____ As-built topographic information with elevations at control points sufficient to determine site drainage
- _____ Canopy and clearance height over vehicular drive aisles

UTILITIES:

- _____ Site and street light poles/fixtures
- _____ Transformers, A/C condensers and other above grade utilities
- _____ Location of all underground utilities
- _____ As-built storm and sanitary sewer information; type, size, flow direction, top/invert elevations and % of grade
- _____ Water main size, fire hydrants, standpipes and sprinkler connections

GARAGE SURVEY:

- _____ Limits of underground parking garage
- _____ Overall garage dimensions
- _____ Parking spaces (all numbered consecutively and labeled by type) and drive aisles with dimensions (excluding columns)
- _____ Tabulation of standard, compact and handicap spaces (note van accessible)
- _____ Tabulation of residential, commercial, visitor and carpool spaces
- _____ Location of stairs and/or elevators
- _____ Location of bicycle racks (identify the number of bikes that can be accommodated)

Note: For development projects with phased occupancy, clearly delineate complete and incomplete site improvements.

I certify that I am responsible for the preparation of certificate of occupancy survey being submitted and that the survey is consistent with all prior approvals granted by the City except. I further certify that I have filled out the attached checklist and confirmed that all required information has been provided.

Signature of Engineer/Surveyor

Date of Submission

¹ Building footprint should include all protrusions including, but not limited to, bay windows, chimneys, etc.

² Provide note: "Building height measured from average finished grade."

³ Numbering should be continuous and not restart if spaces are in multiple lots or garage levels.